

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

DEPUTY INFORMATION TECHNOLOGY MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. Responsible for directing and coordinating staff activities in applications, systems, database, technical services, telecommunications, customer support and operations; work involves complex technical decisions in the areas of equipment and system software procurement, system evaluation and support services; provides complex administrative support to the Information Technology Manager.

Supervision Received and Exercised:

Receives direction from the Information Technology Manager and other management staff.

Exercises direct supervision over professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Consult with management to determine boundaries and priorities of projects and to ensure consistency of plans with overall City direction and needs.
- Research and recommend the acquisition of software, toolsets and equipment in support of specific applications.
- Assist in developing strategic information technology plans in accordance with direction set forth by City management.
- Oversee timely and accurate project accounting and report generation for all development projects and production systems; oversee the preparation of RFP's, the evaluation of proposals and selection of appropriate vendors.

CITY OF TEMPE

Deputy Information Technology Manager (continued)

- Review staffing, equipment, software and procedures to maintain pace with technological progress and the needs of the City.
- Develop and maintain procedures for the reasonable security of information systems and data integrity.
- Participate in the planning, development and preparation of division budgets and reviews related expenditures.
- Assist in directing advising and overseeing staff in the implementation and operation of division activities; participate in interviewing, hiring and training of employees; plan and direct work assignments.
- Respond to customer requests and complaints to resolve problems; cultivate and encourage a service-oriented philosophy among IT staff in providing services and support throughout the City.
- Develop and evaluate new policies and procedures and report their impact on division activities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in information system planning and development, database design, technical support, telecommunications and administration, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, systems engineering, business administration or a related field.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 2101

Salary Range: 155

Compensation Plan: E40 / Executive

FLSA: Exempt

Effective May 1997

Revised May2001

Revised July 2002 Range Changed

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